

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, FEBRUARY 14, 2017
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of January 10, 2017

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Lot/Block Hangar Designation Signage.** Standardized hangar identification (for emergency purposes) was addressed at the November 8, 2016, Airport Board Operations Committee meeting followed by the Airport Board meeting on the same day. Staff was asked to look into any issues/comments from tenants regarding a requirement to place identification signs on their hangars, as well as look into options for the signage and placement. The Airport Board Operations Committee will be addressing this at their February 13, 2017 meeting to consider tenant comments, discuss options and make a recommendation. An amendment to this agenda item with a report and recommendation will be presented at the time of the Board meeting.

B. **Juneau International Airport Signage on Terminal.** At the November 2016 Airport Board meeting, the Board asked to resurrect the idea of placing the airport name on the front of the terminal. The Airport Board Operations Committee will be addressing this at their February 13, 2017 meeting to consider the three proposed options, the associated costs and make a recommendation. An amendment to this agenda item with a report and recommendation will be presented at the time of the Board meeting.

VII. NEW BUSINESS

A. **Northwest Development Area (NWDA) Utilities.** The Airport Board Operations Committee will be discussing the utility development (specifically: water, sewer, and electrical power) in the Northwest Development Area (NWDA) at their February 13, 2017 meeting. This is in coordination with the utility install for the Snow Removal Equipment Building (SREB) in the NWDA. SREB portions will be funded by the Federal Aviation Administration (FAA); however, utilities to private hangars are not eligible for FAA funding. Based on the timing of the SREB utility install, this would be the best opportunity to provide stub-outs for future hangar sites and some existing hangars that do not currently have water and sewer. The Operations Committee is considering the use local funds for the capital investment, which could then be recovered through a hookup fee. The hookup fee could be paid by existing lessees now, and could

be recovered later as lots are leased. An amendment to this agenda item with a report and recommendation will be presented at the time of the Board meeting.

B. Airport Architect/Engineer Positions. In November 2016, the Airport was advised (through the City Manager's officer) that the Airport Architect and Airport Engineer contract services would no longer be renewed once their term was up (February 28, 2017). The Airport would need to go out for recruitment of these as staff positions, and a Request for Proposal (RFP) solicitation would no longer be acceptable for these services. The Airport has been working with the City's Human Resources (HR) department to update position descriptions to reflect the specialized Airport-specific duties and knowledge required of the positions. Note that these positions are *exempt* and the Airport Manager may appoint the positions without an open recruitment process.

Airport Architect Catherine Fritz has been brought back on as a Long-Term Temporary (up to 50 weeks) employee while the recruitment is 'open until filled'. Ms. Fritz was appointed to the Airport Architect position at her previous Range/Step, per Personnel Rules. She can remain on staff until the long-term permanent position is filled, and could also remain on to train a new recruit. This position was previously advertised without successful recruitment. Hence, the contract services with Ms. Fritz.

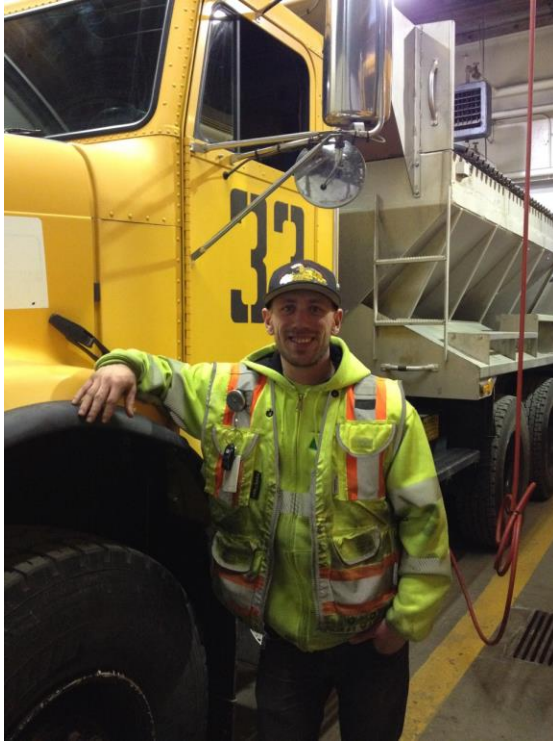
Airport Engineer Ken Nichols remains under contract until February 28. Mr. Nichols could be brought back on staff, however, the Range/Step offered by the City is lower than he would make in a position closer to his Idaho home/family. Staff requested a position reclassification and/or an advanced step increase as allowed by Personnel Rules. The advance step wage '7' (set by City Manager's office) is still lower and unacceptable for Mr. Nichols. Staff feels they have researched, compared and justified a higher salary for this specialized work as well. Additionally, this position was out for recruitment ('open until filled') for a few years before Mr. Nichols was brought on. Two years later, Mr. Nichols needed to relocate his family for medical reasons and the Airport went out for recruitment ('open until filled'). Mr. Nichols had agreed to continue as Airport Engineer under contract.

Note that Airport simultaneously went out for recruitment as well as an unsuccessful RFP for both the Architect and Engineer services.

The Airport is in a conundrum at this time and may be without engineering services as of March 1. This is critical with the capital projects underway that require Airport engineering oversight. In order to expedite some action, both positions are currently being advertised for recruitment. This will at least provide a baseline of available applicant pool.

C. **Airport Manager's Report:**

1. Congratulations to Brennon Thomas from our Airfield crew. Brennon has been working as a Laborer for several years and has been working toward his Commercial Driver's License (CDL). He passed his CDL exam on February 8.



2. The American Society of Civil Engineers (ASCE) –Alaska Section has released the 2016 report card for Alaska's infrastructure (including airports, roads, bridges, ports/harbors, dams, Alaska Marine Highway system, water/wastewater, energy/power, etc.). This report card has been years in the making. The report is available online at www.infrastructurereportcard.org/alaska. All infrastructure is grouped by type (not by ownership; state vs. municipality). The report leaves room for improvement and highlights an imminent need for improvement with ports/harbors, water/wastewater and Alaska Marine Highway system, in particular.

3. Airport Engineer Report (Attachment #1)

4. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** TBD (Soon)

B. **Operations Committee:** Report from February 13, 2017 meeting. Agenda items above (Unfinished Business A. and B, and New Business A.) are from the Operations Committee meeting.

- X. ASSEMBLY LIAISON
- XI. PUBLIC COMMENTS
- XII. BOARD MEMBER COMMENTS
- XIII. ANNOUNCEMENTS
- XIV. TIME AND PLACE OF NEXT MEETING:
 - A. Airport Board, 6:00 p.m., March 14, 2017, Alaska Room
- XV. EXECUTIVE SESSION
- XVI. ADJOURN

ATTACHMENT #1



MEMORANDUM

TO: Patricia Wahto
JNU Airport Manager

FROM: Ken Nichols, P.E., C.M.
JNU Airport Engineer

RE: Engineer's Report

DATE: February 8, 2017

General

Project specific summaries of project status and activity are presented below. Additionally, I have attached a table of project status information.

Airport Sustainability Master Plan

Airport staff reviewed financial information with the consultants on January 24 and February 7. The consultant team is developing the financial plan.

Runway Safety Area (RSA) Expansion Phases I and IIA

I am still awaiting pdf format drawings from Federal Aviation Administration (FAA) Engineering Services.

RSA Expansion Phase IIB

Secon will complete the construction. Construction Administration services will be performed by DOWL. I expect on-site work to begin in April.

Runway 8/26 Rehabilitation

A portion of the mobilization (5%) is withheld as retainage pending receipt of final paperwork and resolution of in-pavement light damage.

Air Cargo Hard Stand

Stantec is currently repackaging the project for re-bid in March 2017. I expect work to begin in April. The first phase of work at Gate 5 will be completed before the first flight by Delta Air Lines. The remaining work will be completed by July 1.

Runway 26 MALSR

I will prepare a memo outlining necessary permits this month.

ATTACHMENT #1

ADEC Storm Water Multi-Sector General Permit

A facility inspection was completed on January 25. Laboratory results from the January 24 sampling event indicate an exceedance of the permit limit for Ammonia at three locations. Applicable notices have been submitted to Alaska Department of Environmental Conservation (ADEC). An alternate pavement deicer is being reviewed by airfield maintenance that does not create ammonia in the discharge. If feasible, the alternate will be implemented in the 2017-2018 deicing season.

Float Pond Improvements

Permitting will begin in March. Design will begin after a design consultant is selected. I expect construction will occur over the winter 2017-2018.

Taxiway A & F Rehabilitation, Taxiway C, D, E Runway Incursion Mitigation

A stakeholder meeting was held January 25. The discussion focused on mitigation measures for Taxiway C. Construction of the mitigation would coincide with the need to replace the pavement at the intersection in 5-10 years.

FAA NAVAIDs in the north Runway Safety Area and Object Free Area

I expect that any construction work required by FAA will be combined with the runway re-numbering in 2020. Unless there are objections, I will remove this project from current work and bring it back at the appropriate time.

Maplesden Access

Airport management, staff, and Board members attended a hearing by the Planning Commission regarding a re-zone application for an adjacent property. Airport management met with the applicant on February 1.

Emergency Vehicle Access Road Extension

The internal draft environmental assessment will be sent to FAA in February for their review.

Lavatory Waste Dump Station

Final design work will be completed in February.

Runway 9/27 Conversion

FAA will drive the schedule. I expect this to occur in 2020, which is the next epoch year. Unless there are objections, I will remove this project from current work and bring it back at the appropriate time.

ATTACHMENT #1
AIRPORT ENGINEER'S PROJECT STATUS REPORT
Kenneth S. Nichols, PE, CM

Project	Status	Schedule	Contractor	Notes
Airport Sustainability Master Plan				
Finalize ALP	DRAFT		AECOM	FAA Review
Economic Impact Report			AECOM/Sheinberg	Final
Finalize Report		Winter 2016	AECOM	
Runway Safety Area Phase I				
Closeout	In Progress	Construction Complete	AIC	Final Easement to be Recorded
Runway Safety Area Phase IIA				
Closeout	In Progress	Construction Complete	Secon	Additional As-Built Drawings to be received from FAA
Runway Safety Area Phase IIB				
Design	Complete		DOWL	
Bidding	Complete		DOWL	NW Development Area
Construction	Future	April to September 2017	SECON	
Runway 8/26 Rehabilitation				
Closeout	In Progress	tbd	Secon	Warrantee Period
Air Cargo Hardstand				
Design			Stantec	Re-design underway
Bidding	Re-bid	March 2017	tbd	
Construction	tbd	April-June 2017	tbd	
Runway 26 MALSR				
Planning and Permitting	tbd	tbd	staff	Ongoing dialogue with FAA
ADEC Storm Water Multi-Sector General Permit				
Monitoring	In Progress	Monthly	Staff	
Float Pond Improvements				
Planning and Permitting	Permitting	March 2017	staff	USACE Nationwide
Design	tbd	RFP March 2017	tbd	
Construction	tbd	Winter 2017-2018	tbd	

ATTACHMENT #1
AIRPORT ENGINEER'S PROJECT STATUS REPORT
Kenneth S. Nichols, PE, CM

Taxiway A & F Rehab, Taxiway C, D, E RIM				
Formulation, Planning, Permitting	In Progress	Summer 2017	Staff/PDC	Next Meetings March 2017
Design	Future	Fall/Winter 2017	tbd	
Construction	Future	2018-2019	tbd	
FAA NAVAIDS				
Formulation	tbd	tbd	staff	Combine with RWY 9/27 Conversion
Maplesden Access				
Feasibility	tbd	tbd	staff	
EVAR Extension				
Environmental Assessment	Internal Draft	tbd	DOWL/Staff	
Lavatory Waste Dump Station				
Design	50%	Winter 2016-2017	PDC/Staff	
Construction	tbd	Spring 2017	tbd	
Runway 9/27 Conversion				
Planning and Coordination	Future	Expect 2020	staff	FAA will set schedule
Construction	Future	tbd	tbd	



ATTACHMENT #2

MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: February 6, 2017

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of January 2017 Activity

The new Aircraft Rescue and Fire Fighting (ARFF) apparatus bays are now framed and sufficiently enclosed to allow multiple trades to begin working. Carpentry was the primary trade during January, but the project was also fortunate to benefit from a weather window that allowed the roofing to be installed to approximately 95% completeness (the roof is water-tight, but final detailing needs to be completed). Overall, the project is approximately 41% complete and remains on schedule with a Substantial Completion date of June 1, 2017. One change order has been executed that resulted in an \$822 net deduction of the total contract amount, bringing the current contract amount to \$1,809,178.

F&W Construction returned to the Snow Removal Equipment Building (SREB) site on January 23, 2017 to begin assembling foundation forms. Continued cold weather prevented excavation work though, so the Contractor chose to again shut down operations on January 30, 2017 for approximately two more weeks. A revised construction schedule will be submitted to the Owner as soon as the weather breaks for excavations. The SREB's Dispute Resolution Board (DRB) met on January 23, 2017 for project orientation.

Design documents to replace several of the terminal's large electrical panels were completed in January, and the "front end" documents are currently being prepared. All bidding documents are expected to be forwarded to the CBJ Engineering Department by February 10, 2017; the bid period will begin later in February.

Two options for a sign, "Juneau International Airport" were shared with the Airport Board in January, and will be reviewed in more detail with the Airport Operations Committee in February.

Maintenance projects during January included:

- Removal of debris and abandoned equipment in the old kitchen continued so a storage area can be created for the food and beverage concessionaire.
- Development of construction documents to remove the double sliding doors on the east wall of the terminal near Baggage Claim continued.
- A quote was received from a tile installer to replace the flooring in the Men's Toilet room that is located on the first floor near the Bagging office. Demolition work will be done by airport staff. The tile installation is tentatively scheduled for late February 2017. The Toilet Room is expected to be closed for approximately three weeks.
- Design documents were received from mechanical engineer Doug Murray to modify the domestic piping in the toilet rooms to get a faster hot water supply response time. This work is tentatively scheduled for late February 2017.

ATTACHMENT #2



ARFF Station, underground floor drains are installed in the apparatus bays.



ARFF Station, Roof deck being prepared for membrane installation.

ATTACHMENT #3

AIRPORT BOARD AGENDA ADDENDUM

6:00 P.M., TUESDAY, FEBRUARY 14, 2017

ALASKA ROOM

OPERATIONS COMMITTEE REPORT AND RECOMMENDATIONS

VI. UNFINISHED BUSINESS.

A. Hangar Lot/Block Signs. The Airport and the Fire Department have been trying to get the various hangars labeled in a standardized location in order to easily locate during an emergency call. At the February 13, 2017, Operations Committee meeting, Captain Keith Walker discussed how the 911 emergency dispatch system works in coordination with their emergency response units. While the 911 call may come in as a street address, there are also 'landmark' notes in the system (as well as their vehicle books) that can give distinctive directions for responders. In the case of the airport hangars, Block/Lot numbers are added to the system. Capt. Walker thought that labeling individual hangars with Block/Lot would work well for emergency response. Airport Superintendent Scott Rinkenberger discussed the type of signs they thought would work (standardized reflective blue/white street signs 6"h x 12"w), the cost of sign materials (\$15 each x 75 signs = \$1125 for materials), a standardized location (above the pedestrian door of each hangar) and that the Airport would install at the corrugation panel and seal to prevent leakage. The simplest sign would give the Block-Lot (such as 'M-4' or 'O-9'). The committee concurred on all points. Additionally, the Committee wanted to make sure a detailed letter went out to all hangar owners to let them know the Airport would be installing these signs. The Committee also stated that hangar identification signs be a requirement of future hangar construction.

Staff sent out notices to hangar owners in December to see if there were any issues regarding identification signage on personally owned hangars. The Airport received three comments of which they thought simple signs were best, and that the Airport should install to ensure it was completed in a standard location. One comment stated they had no issues with installing these signs.

Board Motion: *Approve the Airport-installation of reflective blue/white hangar identification signs depicting Block-Lot number above each hangar pedestrian door. Additionally, require future hangar construction to be similarly identified/signed.*

ATTACHMENT #3

B. Terminal “Juneau International Airport” Sign: At the February 13, 2017, Operations Committee meeting, the Committee discussed the three options for the sign on the front of the terminal:

Option A: Uses 18” tall letters that are mounted at the top of the outer edge of the structural cantilever of the canopy. This concept will require that a structural engineer analyze the loads and the mounting system for the letters.



Option B.1: Uses 8” letters directly mounted to the siding above the entry doors. This concept will require that the siding around the entry be removed to place blocking into which the letters will be fastened.

Option B.2: Uses 8” letters and is similar to Option B.1, but adds lighting to the individual letters. This is done through a back-lit configuration of each letter.

Option B.1& B.2



ATTACHMENT #3

A summary of estimated project costs are listed in the table, below. Options A and B.2 will require the services of consultant engineers.

JNU Terminal Entry Sign			↓
Preliminary Project Cost Estimate			
	OPTION A (canopy edge)	OPTION B.1 (thru siding)	OPTION B.2 (thru siding, backlit)
Component	Est. Cost	Est. Cost	Est. Cost
Lettering	\$ 5,000	\$ 1,500	\$ 3,500
Fabrication of lettering mounting system	\$ 8,500	\$ -	\$ -
Mount letters & support to canopy	\$ 6,000	\$ 8,500	\$ 10,000
Subtotal Construction	\$ 19,500	\$ 10,000	\$ 13,500
Engineering Design	\$ 3,000		\$ 2,000
Procurement, coordination	\$ 3,000	\$ 2,000	\$ 2,500
Construction administration /inspection	\$ 5,000	\$ 5,000	\$ 5,000
Project contingency	\$ 1,950	\$ 1,000	\$ 1,350
Subtotal Indirect Costs	\$ 12,950	\$ 8,00	\$ 10,850
Total Project Cost	\$ 32,450	\$ 18,000	\$ 24,350

The Operations Committee chose Option B.2, the lit sign on the front siding of the terminal above the main entry doors. The Committee also stated that Option B.1 (unlit, same location) would work as secondary choice. The Committee also approved the use of the existing Terminal Renovation Capital Improvement Project (CIP) funds for the sign. Staff was asked to verify existing funds in the Terminal CIP for the Board meeting. There is currently \$7.2M in the terminal renovation CIP fund. \$6.9M is the GO Bond and \$300,000 is Passenger Facility Charge (PFCs). Neither of these funding sources would restrict the purchase and installation of a sign.

Board Motion: *Approve Option B.2, as presented, for the installation of a “Juneau International Airport” backlit sign on the front of the terminal, above the main doors; funding provided by the Terminal Renovation Capital Improvement Project.*

VII. NEW BUSINESS

C. Water/Sewer/Utilities in Northwest Development Area: The Airport Board Operations Committee met on February 13, 2017, to discuss utility development in the Northwest Development Area (NWDA). Water, sewer, and three-phase power are currently being extended to the Snow Removal Equipment Building (SREB) in the NWDA and will be funded by the Federal Aviation Administration (FAA). There will also be an opportunity to provide stub-outs for future hangar sites and some existing hangars that do not currently have water and sewer. These stub-outs are not FAA eligible, so FAA will not participate. They are also not eligible for Passenger Facility Charge (PFC) funding.

ATTACHMENT #3

Staff discussed the use of local funds for the capital investment, which could then be recovered through a hookup fee. The hookup fee could be paid by existing lessees now, and could be recovered later as lots are leased. The Committee discussed the option to extend these services further to the existing south hangars. Staff will send out letters to these hangar owners to determine interest in water/sewer hookup and fine tune costs for the extension. Again, the proposed plan is that this would be an upfront cost for the Airport with the intention of recouping costs from tenants once they hooked up. The Committee asked that staff get the 'pulse' of the tenants and cost estimates before coming back to the Committee (and subsequently the Board) for a recommendation. Due to planning, the Airport would like to have a determination and plan of action by the March Board meeting. This is an update only at this time.